

Revolving Cash ☐ **Cash Advance** ☐

SUMMARIZE YOUR CLAIM BY ACCOUNT CODE

CLAIM OF:

MAIL

☐ WILL CALL

NAME

PHONE[illegible]

OUTSTANDING CASH ADVANCES OVER 30 DAYS: \$

I certify that all disbursements from our departmental revolving fund were made in accordance with policies and procedures established for revolving cash funds and cash advances for travel purposes. Any cash advances that are outstanding more than 30 days after completion of the event for which the advances were made have been brought to the attention of the department head and are being actively pursued for collection at the earliest possible time.

EXPENDITURES AUTHORIZED AND APPROVED BY

AUDITOR-CONTROLLER

DEPARTMENT HEAD OR AUTHORIZED SIGNATURE

DATE _____

DEPUTY